

TAB

~~SECRET~~
~~Security Information~~

ADMINISTRATIVE SERVICES BRANCH

Objectives for FY54

1. Principal objectives which have been set at this time for FY54 include:

- a. Plans are now being formulated for the establishment of a comprehensive OTR Career Service Program to be administered by this Branch. The position of Career Service Officer will be activated as soon as policies regarding the Agency program have been clarified.

- b. The position of Area Records Officer has recently been established. In addition to the Records Management responsibility, this officer will administer a Vital Materials program. This program, by decision of the DD/A, will include a separate repository for OTR materials [REDACTED]

25X1A

- c. In response to requirements from offices of the DD/A complex, it is expected that the administrative activities of a [REDACTED] training installation will be established in accordance with [REDACTED] regulations and procedures to provide on-the-job training for administrative personnel destined for overseas assignment.

25X1A

25X1A

- d. Procedures are being completed to record all student training records on punch cards to facilitate the analysis of records and the reporting of training accomplishments.

- e. Contingent upon the availability of additional administrative personnel, a program of training for members of the Branch will be carried out in accordance with the concepts of the Career Service Program.

- f. As a result of preliminary study it has been determined that considerable economy and increased efficiency can be achieved by a revision of the present system of processing travel orders and vouchers in connection with travel between Headquarters and [REDACTED] installations. These revisions have been coordinated with Agency officials concerned and will be formally established during this fiscal year.

25X1A

25X1A

~~SECRET~~
~~Security Information~~

~~SECRET~~
Security Information

~~CONFIDENTIAL~~

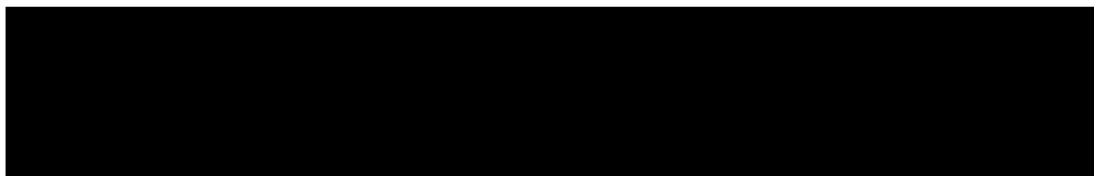
ADMINISTRATIVE SERVICES BRANCH

Accomplishments During FY53

1. During the year the Administrative Services Branch has been required to increase the scope of its activities commensurate with the expansion of the training program. This expansion has been particularly significant in the areas of [REDACTED] external training - both overt and covert. In addition to the increase in normal administrative functions, the following particular accomplishments should be recorded: 25X1A

- a. The personnel administration of Junior Officer Trainees was assumed at the first of the year. This included the formulation of procedures for the field selection, reassignment and special security clearances for draft-eligible applicants.

- b. The Branch assumed increased responsibility for security matters as a result of the assignment of a Security Officer to OTR by the Director of Security.



25X1C

- c. External training programs increased significantly during the year, resulting in an increase in administrative support requirements. Depending upon the type of support required, different members of the Branch served as Project Officers to coordinate the various phases of the programs.

- e. A property and supply account for sterile equipment was established to control material used in covert training.

- f. Procedures were devised for the decentralized administration of [REDACTED] personnel.

25X1A

~~SECRET~~
Security Information

~~CONFIDENTIAL~~

C

